Instructions

For each FILE removed, identify the following: the FILE by its identification number; your name (in the "charged to" field); and the date you charged out the file. Until the FILE is returned, you are responsible for its safekeeping. When the file is returned, note the date in the "date returned" field. Insert an index page in the file drawer in place of the removed FILE so that the Custodian can account for it during audits.

FILE CHARGE OUT LOG

FILE REMOVED	CHARGED TO (ORG/NAME)	DATE CHARGED OUT	DATE RETURNED

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